

# STUDENT HANDBOOK



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**DEPARTMENT OF DEFENSE INSPECTOR GENERAL  
JOINT INSPECTOR GENERAL ACTIVITIES PROGRAM  
4800 MARK CENTER DRIVE, SUITE 02J25-01  
ALEXANDRIA, VA 22350-1500**

## Revision History

[illegible]



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

DoDIG Joint IG Program Office  
4800 Mark Center Drive  
Suite 02J25-01  
Alexandria, Virginia 22350-1500

Prospective Students:

1. Our goal is to qualify and certify you as Joint Inspectors General by providing you the tools and knowledge to be fully functional and ready to perform successfully in a Joint Command environment. Your newly acquired skills and knowledge will make you a force multiplier and valuable asset to the command.
2. The Student Handbook includes the school's evaluation requirements, grading policy, and standards of conduct as well as other important information. The faculty and staff are ready to assist you and provide everything that you need to successfully complete the course.
3. Lodging for out-of-town students will be in Alexandria, Virginia. Hotels in the vicinity are listed in the Student Handbook. The Government Travel Charge Card will be used for all travel and per diem expenses. The course is unit funded; there are no course registration fees or attendance fees required. Students should report no later than 0730 to the 4800 Mark Center Drive Visitor Control Center for in-processing, on the first day of class. For access to the building, you need to obtain a visitor badge or to be granted swipe access utilizing your DoD CAC. Please refer to Section 1.3 Badges for more information.
4. Laptops will be issued for your use throughout the course for class work and homework assignments. These laptops are equipped with CD/DVD burners and Wi-Fi capability. You will be expected to be familiar with Microsoft Outlook, Power Point, and use of the internet for research. Your pre-attendance requirements are to review TLO/ELOs, Student Handbook and Joint Inspector General Concept and System Guide. You are not required to print the guide or TLO/ELO information. We have hard copies and electronic media for your use during the course. For students desiring or need to access work emails, please ensure that you know your respective service Outlook Web Access (OWA) login and passwords.
5. Prospective students, once your registration request has been approved, make every effort to attend. This course has a waiting list, so any no shows by registered students directly impacts students on the waiting list.

6. You can expect to graduate by 1100 on the last day of the course. If your return travel is by air, we recommend that you schedule your flight no earlier than three hours after graduation. This will allow ample time for travel to the airport. I am looking forward to meeting you. If I can assist you further, please contact me at (703) 604-9151 or my e-mail address: [marvin.mcfarland@dodig.mil](mailto:marvin.mcfarland@dodig.mil).

**Department of Defense Joint Inspector General Course  
Student Handbook  
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## Chapter 1

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### Course Information

#### Section 1.1 Joint IG Course Staff Members

The table below lists all the Joint IG staff members

Title	Name	Phone Number	E-Mail Address
Program Manager	Dr. David Cather	703-602-2243	<a href="mailto:David.Cather@dodig.mil">David.Cather@dodig.mil</a>
Assistant Dean	Vacant		
Registrar	Vacant		<a href="mailto:JointIGRegistrar@dodig.mil">JointIGRegistrar@dodig.mil</a>
Instructor (Inspections)	Marvin McFarland	703-604-9151	<a href="mailto:Marvin.McFarland@dodig.mil">Marvin.McFarland@dodig.mil</a>
Instructor (Assistance)	Janice Williams	703-699-0217	<a href="mailto:Janice.Williams@dodig.mil">Janice.Williams@dodig.mil</a>
Instructor (Investigations)	Cindy Stewart	703-602-2337	<a href="mailto:Cynthia.Stewart@dodig.mil">Cynthia.Stewart@dodig.mil</a>
Instructor (Assistance)	Holly Dye	703-604-8417	<a href="mailto:Holly.dye@dodig.mil">Holly.dye@dodig.mil</a>
Instructor (Investigations)	Edison Fernandez	703-699-5658	<a href="mailto:Edison.Fernandez@dodig.mil">Edison.Fernandez@dodig.mil</a>

#### Section 1.2 Hours of Operation

The DoD Joint IG Course hours of operation are:

Monday – Friday: Class hours are 0800 to 1630

Saturday: Closed

Sunday: Closed

All students are expected to be in class on time. Plan accordingly on each day for picking up badges. If there are circumstances beyond your control that will prevent you from making it to class on time, notify the faculty as soon as possible.

The periods between 0700 to 0800 and 1630 to 1730 are designated as personal study time. Instructors may also be contacted during this time for extra guidance and counseling.

The course instructor may, at his/her discretion, extend the class past 1630, usually not to exceed one hour in order to cover topic material or provide follow-up training. Tardiness and absenteeism from class creates problems and students can fall behind in their training.

Breaks and lunch periods have been carefully scheduled for each class to get the maximum use of the student lounge area. Breaks may be used for telephone calls, e-mail, etc.

Repeated tardiness is grounds for dismissal from the course (Chapter 5 Standards for Dismissal).

### **Section 1.3 Badges**

Personnel that are not working in the Mark Center are visitors. All visitors must report to the Visitor Control Center (VCC) on the first day of class for access clearance to the Mark Center.

#### **Procedures for DoD CAC Holders:**

Report to the Mark Center Visitor Control Center (VCC) on the first day of class to sign in with security and get enrolled in the Privilege Management System (PMP). This enrollment will allow you to use your DoD CAC to gain access to the Mark Center Level 01 and Level B1. (Level B1 is where the classrooms are located).

Class starts promptly at 0800. Please allow ample time to complete this process and report to class. If you cannot complete the process before class you will be allowed to complete the PMP process during scheduled break times and during lunch. This privilege is only for DoD issued CACs and is only good for the three weeks of class.

#### **Procedures for Non-DoD CAC**

##### **Holders: Red Visitor Badges (Escort**

##### **Required)**

If a visitor to the Mark Center:

- does not have a Common Access Card,
- has a Common Access Card that was not issued by DoD,
- is a foreign national,
- or has any other form of identification and has business at the Mark Center, then the visitor must have an escort throughout the Mark Center. We will have an escort waiting at for you at the VCC.

The Visitor Badge will be red and anyone possessing a red visitor badge will be accompanied by and escorted at all times when visiting the Mark Center. The sponsor is then responsible for maintaining custody of the visitor until the visitor leaves the Mark Center grounds and returns the badge to the VCC.

All visitor passes must be returned to the Visitor Control Center whenever the student leaves the Mark Center Campus. If the student must leave the campus and return on the same day, the student must return the visitor pass when leaving the Mark Center, and obtain a new visitor pass upon returning to the Mark Center.



Students receiving a visitor badge must undergo security screening by security personnel when entering the Mark Center Complex. If the visitor badge is not returned to the VCC the badge will be deactivated automatically by the PMP application at 1800. You will wear the badge above the waist at all times while here. Your badge is government property and as such should be handled with care.

## **Section 1.4 Visitor Parking**

The Mark Center Parking Representatives are encouraging mass transit for Mark Center visitors, especially for long term parking requirements. Parking for visitors is available for short term (e.g. one day or for a few hours) parking.

All submitted vehicle clearance requests are reviewed and processed during normal business hours from 0700 to 1700 Monday to Friday. Vehicle clearance requests must be submitted 24-48 hours in advance for processing.

Please be aware, there are only 51 available spaces in the North Parking Garage Visitor area. Although a vehicle clearance for a visitor's vehicle is submitted, parking is on a **FIRST-COME FIRST-SERVE** basis only.

If a visitor arrives and the garage is full, unfortunately he/she will have to find and pay for alternate parking outside of the garage. There are several parking garages within a two-block radius of the Mark Center and their daily rates range between \$25 – 50 per day. There are no monthly rates available.

At this time, requests for parking are to be sent via e-mail to the Registrar. The information required for visitor parking is as follows:

Visitor/Driver's first and last name  
Visitor/Driver's tag number  
State of registration  
Arrival and departure date/time  
Organization of person visiting  
Room number and phone number of person visiting

## **Section 1.5 Prohibited Items and Activities**

The following list is prohibited while here for training:

- Firearms and ammunition
- Explosives and incendiary devices
- Cameras and photographic equipment
- Transmitting recording equipment
- PDAs, laptops, MP-3 players, pagers, recording devices
- Alcoholic beverages and narcotics
- Soliciting and distribution of handbills

- Animals other than guide dogs
- Gambling
- Smoking in non-designated areas
- Computer games
- Personal cell phones
- Food

The designated smoking area is: Beneath the escalators outside of the main entrance to Level 1. Do not smoke in the parking garage or the front of the building.

Cell phones and blackberries will be turned off while in the classroom. They may be used during breaks only! Many of these items will not work inside the Mark Center.

Food and candy are prohibited in the classroom except during lunch break. Students may bring covered beverages into the classroom.

## **Section 1.6 Weather Emergencies**

Weather emergencies encompass snow, ice, hurricane, tornado, severe storms, and flooding. Whenever hazardous or potentially hazardous driving conditions develop, the Assistant Dean may authorize an adjusted work dismissal, unscheduled leave, adjusted home departure, or closure.

The Assistant Dean is responsible for identifying and notifying employees who are deemed “emergency personnel.” Students are not emergency personnel. The Office of Personnel Management (OPM) classifies emergency personnel as those who must report to work in emergency situations.

Local radio stations will announce openings and closings by 0545 hours.

<b>Station Call Letters</b>	<b>Frequency</b>	<b>AM/FM</b>
WUPP	94.3	FM
WTOP	103.5	FM
	1500	AM
WPRZ	1250	AM
WCVA	103	FM
	1490	AM
WINC	92.5	FM
WFLS	93.3	FM

Local TV stations will also announce openings and closings.

## **Section 1.7 Evacuation Procedures**

### **Evacuation Plan for Building 4800 Conference Center**

1. In the event of an emergency evacuation (fire alarm sounds).
2. Follow your instructor's instructions.
3. Leave through the closest exit.
4. Know your exit routes; make sure you know a second way out of the area.
5. Assist persons needing help exiting the building.
6. Know your assembly points and go to the closest one.
7. The three assembly points for Building 4800 are as follows:
  - **Outside the Loading Dock (B1 level).**
  - **Outside the North (Main St) entrance by the fence line**
  - **Outside the South entrance (P-5 level of South Garage)**
8. Promptly report to your instructor.
9. Instructors are responsible for student accountability from the classroom area, and will report head-counts to the appropriate floor/area evacuation coordinator or supervisor.
10. Evacuation coordinators will take accountability information to the Building evacuation coordinator and/or designated chief officer of the Fire and Emergency Services unit.
11. Personnel will remain at the assembly point until released by the Building evacuation coordinator or Fire and Emergency Services unit.

## Chapter 2

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### Standards of Conduct

#### Section 2.1 Ethics

Professional ethics in both military and public service is derived from three principal sources:

- Moral
- Spiritual
- Social values of our Nation

Our country's values – and the fundamental character of our Nation – are contained in the Declaration of Independence and the Constitution.

Students are expected to uphold professional ethics throughout their careers as well as during the course. Students suspected of unethical behavior (such as cheating) will be dismissed in accordance with the procedures outlined in Chapter 5.

#### Section 2.2 Accountability

All students are expected to be in class on time.

All students are reminded that there is an established policy of denying leave to students while they are in a training status except for sickness or other emergency situations. Attendance must be **100%** for successful completion of course. We do recognize that some leave is unavoidable; therefore, requests for very brief periods of leave (such as family emergency, sick leave, etc.) can be granted on case-by-case basis.

The use of annual leave will result in the **loss of per diem for that day**. Except for genuine emergencies, all requests for annual leave and absence from class must be initialed by an Instructor and approved by the Assistant Dean prior to the requested time of absence.

If sick leave is taken, you must call the Assistant Dean (703-604-9151) by 0730 to notify the instructor of your absence. A leave slip must be submitted to the instructor upon your return. Sick leave may not be used in lieu of annual leave. Sick leave requests for three consecutive workdays must be accompanied by a doctor's note or per diem will be denied.

Students who will be leaving the local area during the weekends or need to be away from class for brief periods during the class day must complete an accountability sheet. If requesting to miss class time, the student must allow enough time to process the request through the Instructor and the Assistant Dean prior to the requested time of absence. See Appendix B. Give completed requests to any of the faculty staff.

The Assistant Dean will counsel students who are absent or late twice during the course. Students who are absent or late three times will be counseled and recommendation for retention or dismissal will be made by Dismissal Board.

All official and personal business is to be conducted prior to commencement of classes or during non-scheduled class hours.

### **Section 2.3 Classroom Standards**

All students are responsible to be on time, to be prepared for class and to participate in class.

Students may have covered beverages in the classroom at any time. However, they may not eat in the classroom except at lunchtime. The prohibition on eating during class includes, candy, chips, cookies and other munchies. Do not put chewing gum under the seats or tables.

Student will turn off all pagers, cell phones and other electronic devices during class.

Smoking and smokeless tobacco are prohibited from all classrooms and breakout rooms.

### **Section 2.4 Non-Attribution Policy**

In an effort to promote rich academic discussion and the free exchange of ideas, Joint IG course adheres to a policy of non-attribution that applies to all members of the staff and adjunct faculty, students, and guest speakers.

Comments made by guest speakers and students will not be attributed to them in any public forum or to any individual likely to transmit such statements to public forum. However, participation in academic discussions at the course does not create a category of privileged communication.

The purpose of this non-attribution policy is as follows:

- It protects all participants in the course – staff and faculty members, students, speakers and other guests – against having their remarks and opinions publicly quoted or otherwise attributed to them without their expressed consent.
- It allows such remarks and opinions to be discussed away from the course provided that care is taken to avoid publicly identifying the speaker.
- It encourages all speakers to be responsible for the substantive content of their statements.

## Chapter 3

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### Standards of Appearance

As the leading U.S. Inspector General agency, the Department of Defense is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Your appearance should also be professional and in a way that conveys respect for colleagues, customers, and the work environment. Your appearance must not pose a safety or health hazard or a distraction from the classroom environment.

#### Section 3.1 Military Dress Code

The uniform for the Joint IG course and the DC area is as follows:

- Army: Class B/Army Combat Uniform
- Navy: Service Khaki
- USMC: Class C (Tanker Jacket Optional)
- USAF: Short sleeve dress uniform/Airmen Battle Uniform(ABU)/Desert Camouflage

All military students will wear their respective Service's uniform appropriately and in accordance with established policies and guidelines. Students may also wear authorized decorations as appropriate. Flight suits are inappropriate for the DoD Joint IG Course.

**It is the student's responsibility to verify that he/she is in compliance with respective uniform regulations and rules for wear for the Washington DC area.**

#### Section 3.2 Civilian Dress Code

The classroom atmosphere at DoD IG is more informal than that of a government office in Washington DC. At the same time, it is a place of business and students should dress with this in mind.

Coats and ties are normally not required for men, but neat sports shirts or open-collared dress shirts are expected. Slacks and sweaters are appropriate, but shorts, T-shirts, and flip-flop type footwear are not. For women, dresses, slacks, blouses, and sweaters are appropriate but shorts, bare midriffs, and halter-tops are not.

The table below includes examples of both appropriate and inappropriate combinations for men and women.

Civilian Dress Code for Men	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>• Collared shirt, such as a polo shirt or dress shirt, turtleneck or sweater</li> <li>• Casual or dress pants, such as khakis, Dockers, or “Docker-style” pants</li> <li>• Casual shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Jeans</li> <li>• T-shirts</li> <li>• Tank tops</li> <li>• Sweatshirts</li> <li>• Sneakers and/or gym shoes</li> <li>• Sandals or flip-flops</li> <li>• Beach shoes</li> <li>• Torn, soiled, or ragged clothing</li> </ul>
Civilian Dress Code for Women	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>• Casual or dress pants</li> <li>• Skirt</li> <li>• Sleeveless or short sleeve shell</li> <li>• Blouse</li> <li>• Sweater</li> <li>• Casual shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Jeans</li> <li>• Skirts that are extremely short</li> <li>• Bare midriff shirts</li> <li>• Tank or tube tops</li> <li>• Backless or halter style tops</li> <li>• T-shirts</li> <li>• Sweatshirts</li> <li>• Sandals or flip-flops</li> <li>• Beach shoes</li> <li>• Torn, soiled, or ragged clothing</li> </ul>

DoD IG welcomes the cultural diversity of the workforce and seeks to maintain freedom for personal expression without sacrificing the professional image essential to the performance of its mission. Questions regarding this guidance should be referred to the EEO Office at 703-604-9710 or the Workforce Relations Division at 703-602-4523.

## Chapter 4

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### Standards for Qualification and Graduation

#### Section 4.1 Examination Requirements

All students are expected to attain 80% or better on all quizzes and final exam. Students will be allowed to retake failed quizzes and final exam once. A second failure in any of the quizzes or final exam will be grounds for dismissal. All homework is graded as Pass/Fail. Dismissal proceedings are described in Chapter 5.

**Note:** All quizzes, graded homework exercises, and the final exam are individual exercises. The sharing of answers or responses is forbidden on individual work. Students who have special testing requirements for the quizzes or final exam must notify the Instructors or Assistant Dean at least one day prior to the event.

#### Section 4.2 Student Participation Requirements

Students can be dismissed for negative and/or disruptive participation.

#### Section 4.3 Homework Requirements

Students will be assigned homework. Homework will be turned in on the requested day. Students requiring extra time must contact the Instructor for the additional time. Homework is graded Pass/Fail. Students failing homework assignments may request additional one-on-one time from the instructors.

Students will not be dismissed for failing homework assignments.

#### Section 4.4 Graduation Requirements

To qualify for graduation, the student must successfully complete all quizzes, homework assignments, case studies and final exam.

##### Section 4.4.1 Graduation Requirements for International Military Students

Upon successful completion of a formal course of instruction, each International Military Student (IMS) will be issued a certificate or diploma. Diplomas for graduation from U.S. formal courses of instruction will be given to IMS only when they have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U.S. military personnel.

The determining factor is whether IMS can accomplish satisfactorily the objectives for which they were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades.



## Chapter 5

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### Standards for Dismissal

#### Section 5.1 Personal Conduct

Students who violate regulations, policies or established discipline standards are candidates for dismissal. Students who also present an overtly negative attitude, are disruptive to the class through constant tardiness, or exhibit a lack of motivation fall into this category as well. If the Assistant Dean determines that a student's personal conduct should result in dismissal, the Assistant Dean will consult with the Dismissal Board. If they support the decision, dismissal proceedings as outlined in this chapter will begin immediately.

#### Section 5.2 Plagiarism and Cheating

Plagiarism is the act of presenting the ideas and exact words of another person as one's own work.

Cheating is the act of lying, deception, fraud, trickery, imposture or imposition.

Instructors who suspect plagiarism or cheating will meet with the Assistant Dean and explain their reasoning and evidence. If the Assistant Dean supports the instructor's evidence and reasoning, the Assistant Dean will meet with the Dismissal Board and recommend dismissal. If the Assistant Dean disagrees with the evidence or reasoning then the matter will end there.

If the Dismissal Board approves the dismissal, then dismissal proceedings will begin. The student will also receive a Letter of Reprimand from the Dismissal Board/DoD IG and a copy of this letter will also be sent to the gaining unit or command. The DoD IG has the final say in all dismissal proceedings.

#### Section 5.3 Illness, Injury, or Compassionate Reasons

Students who become ill, who are injured during the course, or who have a family or other problem may require an administrative dismissal. If the illness or injury requires dismissal from the course, the Assistant Dean will release the student from the course administratively and invite the student to return at the earliest possible opportunity. The Assistant Dean will notify the student's gaining unit or command of the dismissal. Administrative dismissals for compassionate reasons will be handled in the same manner but only after the student has presented the Assistant Dean with all matters relevant to the issue.

The Assistant Dean will immediately notify the Dismissal Board of all dismissals resulting from illness, injury or compassionate reasons. Students dismissed for any of these reasons may return to the course at a later date.

## **Section 5.4 General Dismissal Procedures**

If a student is dismissed due to plagiarism or cheating, the dismissal procedures are as follows:

- The Assistant Dean will counsel the student in writing that they have been dismissed from the course and the basis for that decision. The Assistant Dean will inform the student that they have the right to appeal the dismissal decision to the Dismissal Board and the DoD IG within one working day.
- The student must acknowledge the dismissal notification in writing by signing the dismissal letter.
- The Registrar will maintain the student's administrative and academic package for review or reference if there is an appeal.
- The Dismissal Board will notify the dismissed student's gaining unit or command, telephonically or in writing of the student's dismissal, the basis for the decision and the results of any appeal actions.
- After the student out-processes and departs from the school, the Registrar will make an appropriate dismissal entry in the file for that particular student and class. Students dismissed for plagiarism or cheating will not be allowed to return or to work as Joint IGs.

## **Section 5.5 Academic Dismissal Procedures**

In accordance with the standards outlined in Chapter 4, a Dismissal Board will convene to address a student's failure in homework, practical exercises, quizzes or final exam.

- First time failure of a quiz, homework, practical exercise or final exam or any combination of these, the student will receive training in weak areas and be allowed to re-take or re-do.
- Second time failure of a quiz, homework, practical exercise or final exam or any combination of these and the Academic Board will recommend to the DoD IG dismissal.
- Although students will not be dismissed for failure in homework assignments alone, they can be dismissed when homework failure is combined with quiz and/or exam failure.
- Dismissal procedures are identical to the ones listed in Section 5-4 except there is no Letter of Reprimand.
- Students dismissed for academics will be offered the opportunity to return to the Joint IG course but not allowed to work as a Joint IG.

## Chapter 6

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### After Hours Resources

#### Section 6.1 Medical and Dental Facilities

In case of an emergency, call 911. If calling from within this building, (4800 Mark Center Drive), dial 99-911

##### Military Facilities:

- DiLorenzo Tricare Health Clinic, Pentagon, Corridor 8, Room MG914A, 0700-1600, 703-692-8810. Pharmacy is 703-692-8691. Medical emergencies: 703-697-5555.
- Air Force Flight Medicine Clinic, Pentagon, Room 4A870, 0730-1600, 703-697-3255
- Ft Belvoir Community Hospital. The Emergency Room is open 24-hours a day. 703-803-0414/0562.
- Pentagon Dental Clinic, Pentagon North Parking Entrance. Dental Sick Call is Monday through Friday from 0700 to 0900 and 1230 to 1330.
- Logan Dental Clinic, Building 1099, Ft Belvoir. Dental Sick Call is Monday through Friday from 0730 to 0930. 703-806-4393/4395

##### Other Medical Facilities:

- Virginia Hospital Center (Emergency Room), 1701 N. George Mason Dr., Arlington, 703-558-5000
- Inova Alexandria Hospital Emergency Center, 4320 Seminary Road, Alexandria, 703-504-3066

#### Section 6.2 Fitness Centers

- Pentagon Athletic Center (PAC) – 6606 Army Pentagon, 703-614-9998. Open Monday – Friday from 0530 to 2130. Weekly fees: \$10 and Daily fees: \$3.
- The Gym (PAC Annex)- 4800 Mark Center Drive Suite 01H26, 571-372-5685. Open Monday-Friday from 0530-1830. Weekly fees: \$10 and Daily fees: \$4
  - 1) Personnel on TAD/TDY (with orders) may use the facility at a cost of \$10 per week or \$20 per month.
  - 2) The Gym offers a no fee membership program to eligible active duty personnel E1 through O3.
- Most of the local hotels offer some sort of Fitness Center as a part of the room package, check with the hotel's front desk for your hotels specific Fitness Center information.

## Section 6.3 Hotels

Within walking distance of Mark Center:

- Hilton Alexandria Mark Center, 5000 Seminary Road, Alexandria, VA. 703-845-1010.

Directions: From Ronald Reagan National Airport – Follow signs for I-395S to exit 4 Seminary Road West. If you are driving to the course from your duty location, take 395 north or south based on the direction you are traveling from. Hotel is on the left. The hotel has complimentary shuttle service from the airport (6:00 a.m. – 10:30 p.m., 7 days a week) and from King Street Metro Station (3:15 p.m. – 9:15 p.m., 7 days a week). Parking for guest staying at the hotel is \$18 a day.

Within shuttle distance of Mark Center

- Courtyard Alexandria Pentagon South, 4641 Kenmore Avenue, Alexandria, VA. 703-751-4510
- Directions: From Ronald Reagan National Airport – Take Airport Access Rd, follow signs for I-395 S/US-1 S/Alexandria. Turn right onto S Glebe Rd. Merge onto I-395 S via the ramp to Richmond. Take exit 5 for VA-7/King St, follow signs for VA-7 E/King St E, merge onto VA-7 E/King St. Turn right onto Menokin Dr. Take a right onto N Van Dorn St. Left onto Kenmore Ave. Destination will be on the right. Call for shuttle hours. If you are driving to the course from your duty location, take 395 north or south based on the direction you are traveling from. Parking for guest staying at the hotel is \$14 a day

Other hotel within per diem rates:

- Hawthorne Suites, 420 N. Van Dorn Street, Alexandria, VA. 703-370-1000

Make sure you identify yourself and request the per diem rate.

## Section 6.4 Food

Café 4800 is located in Mark Center building on Level 01 is open from 7:00 a.m. – 3:00 p.m. There is also a snack shop on Level 01 that's open from 7:00 a.m. – 3:00 p.m.

Finn and Porter at the Hilton Alexandria (across from the Mark Center) is open for breakfast, lunch, and dinner Monday through Friday, 6:00 a.m. – 11 p.m.

## Section 6.5 Transportation

Carlson Wagonlit Travel, Suite 10A25-02 Hours: 0800-1630  
703-416-5126, after hours call toll free 1-800-468-2863

### Airline Tickets:

American Airlines	800-433-7300
Continental Airlines	800-525-0280
Delta Airlines	800-221-1212
USAir	800-428-4322
United Airlines	800-241-6522

### Railroad Tickets:

AMTRAK	880-872-7245
VRE ( <a href="http://www.vre.org">www.vre.org</a> )	703-684-1001
Metro Rail/Metro Bus	202-637-7000
	TTY 202-638-3780

Monday-Friday: 6 a.m. - 8:30 p.m.  
Saturday and Sunday: 7 a.m. - 8:30 p.m.

### Taxi Services:

Check your hotel rooms for information on the various local cab companies.

### **Mass Transportation:**

There are DoD buses available for personnel with the appropriate badges. A copy of the routes and schedules has been included in Appendix D of this handbook.  
Links to the schedules for all 4 Mark Center shuttle routes are below:

- . 7M (Pentagon): <https://customerresources.whs.mil/BRAC/Tenant/documents/7M.pdf>
- . DASH AT-2X and AT-2 (King St):  
<https://customerresources.whs.mil/BRAC/Tenant/documents/AT2.pdf>
- . Franconia-Springfield:  
<https://customerresources.whs.mil/BRAC/Tenant/documents/FranconiaSpringfield-Schedule.pdf>
- . 28X (West Falls Church):  
<https://customerresources.whs.mil/BRAC/Tenant/documents/28X.pdf>

## **Section 6.6 Travel Vouchers and Per Diem**

Individuals on orders are eligible for full per diem during their stay. If you are uncertain or have any questions, contact one of the staff members for guidance. You may claim only the amount actually spent for lodging up to the maximum.

We will answer questions about lodging and rates but the responsibility of securing lodging within the per diem rate is yours.

Please ensure that you are getting the per diem rate when you book lodging.

Please check the Internet and DTS for current rates.

## **Section 6.7 Churches**

Local area churches and services listing are available at your hotel.

## **Section 6.8 Tickets**

The Headquarters Army Recreation Services sells tickets to many activities here in the Virginia and Washington, DC area.

Their office hours are: Monday through Friday from 0900-1600 in Room 1D654(Pentagon). You can reach them at (703)697-3816 or check out their website:  
<http://www.recgov.org/hqarmy/index.php>

Other Welfare and Recreation offices are located on Joint Base Myer-Henderson Hall. You can locate their offices at the Army Post or Marine Corps Exchange.

Fort Meyer Rec Center Tickets and Trips hours are: Tuesday through Friday 1100-1800, Saturday-Sunday 1200-1800. The Fort Myer Rec Center is located at: 228 McNair Road, Building 405 Fort Myer, Va. 22211. The phone number is: Phone: (703) 696-3469/70.

MCCS Henderson Hall Information, Tickets & Tours is located in "The Shoppes" across from the Marine Corps Exchange and adjacent to The Vineyard. MCCS Henderson Hall hours are: Monday through Friday 1000-1730, Saturday 0930-1700. The phone number is: 703-979-8420

## Chapter 7

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### DoD IG Anti-Harassment Policy

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INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

July 27, 2012

MEMORANDUM FOR ALL PERSONNEL AND APPLICANTS FOR  
EMPLOYMENT, OFFICE OF INSPECTOR GENERAL,  
DEPARTMENT OF DEFENSE

SUBJECT: Policy Statement on Anti-Harassment Program

Our goal is to foster a culture of professionalism and respect. Creating and maintaining an environment that is free from harassment is essential to the accomplishment of the Department of Defense, Inspector General mission. We are committed to ensuring employees within the Office of Inspector General work in an environment that is free from sexual harassment and other forms of harassing and unprofessional conduct.

Harassing conduct is defined as any unwelcome verbal or physical conduct that demeans or shows hostility or aversion towards an individual because of his or her race, color, religion, national origin, age, sex (sexual or non-sexual), disability and or genetic information. Harassment occurs when the offensive conduct becomes a condition of employment or when the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. Harassing conduct may constitute reprisal.

Every employee is responsible for acting professionally, not participating in behaviors that offend, intimidate or interfere with the work performance of others and promptly reporting such conduct when observed. Any person who believes he or she has been the subject or harasser should report the matter to anyone in their supervisory chain of command or to the Equal Employment Opportunity Office. All supervisors and managers are responsible and accountable for acting promptly to prevent and eliminate harassment. Any supervisor or manager receiving an allegation of harassment or who witnesses harassing conduct shall take immediate action to stop the harassing conduct and ensure a thorough and impartial inquiry is conducted. Action should be taken to prevent further harassment including granting appropriate interim relief to the victim while the allegations are being investigated. Where allegations of harassment are substantiated, appropriate corrective action shall be taken in accordance with the Inspector General Instruction 1400.4, *Disciplinary and Adverse Action*.

We count on each of you to continue to maintain an atmosphere of professionalism that fosters respect in the workplace. I trust you will join me in upholding the principles embodied in this policy.

  
Lynne M. Halbrooks  
Acting

## Appendix A: Metro Map

r:f.ISystem  
h!MMap

www.mta.com  
Customer Information Service: 212-637-4500  
TTY (Hearing): 212-637-4500

Legend

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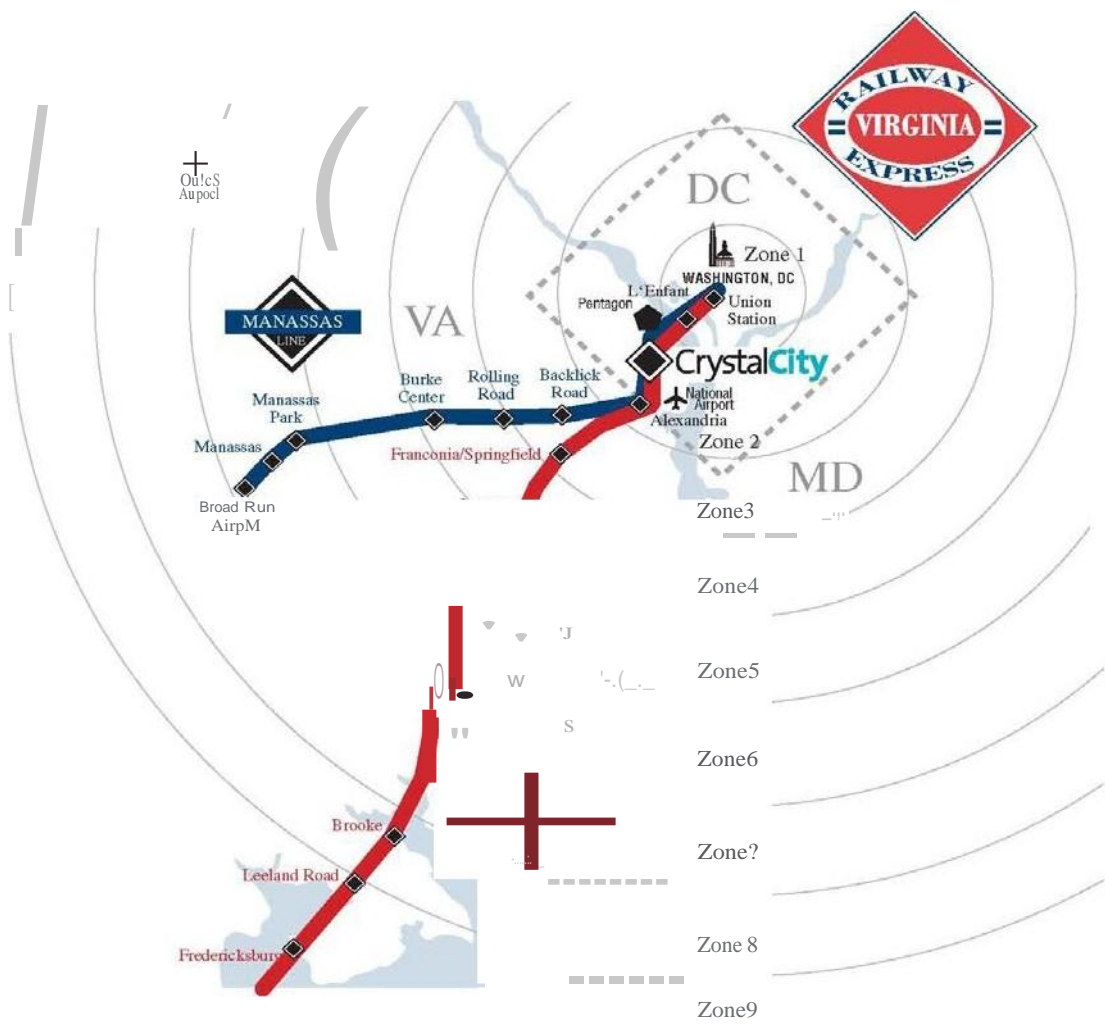




Appendix A



Virginia Railway Express Map



Charles E. Smith Commercial Realty  
A division of Vornado Realty Trust

[www.crystalcitynow.com](http://www.crystalcitynow.com)

## Appendix B

### Visitor Parking Request

To Whom It May Concern

I, \_\_\_\_\_ request parking at 4800 Mark Center Drive for attendance at Joint IG Course # \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I understand that I will not make any claims of parking reimbursement through DTS or utilize the parking for any other non-school purposes.

I will utilize the parking structure between the hours of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Joint IG Course Attendee

Visitor/Driver's first and last name : \_\_\_\_\_  
Visitor/Driver's tag number: \_\_\_\_\_  
State of registration: \_\_\_\_\_  
Arrival and departure date/time: \_\_\_\_\_  
Organization of person visiting: \_\_\_\_\_  
Room number and phone number of person visiting: \_\_\_\_\_

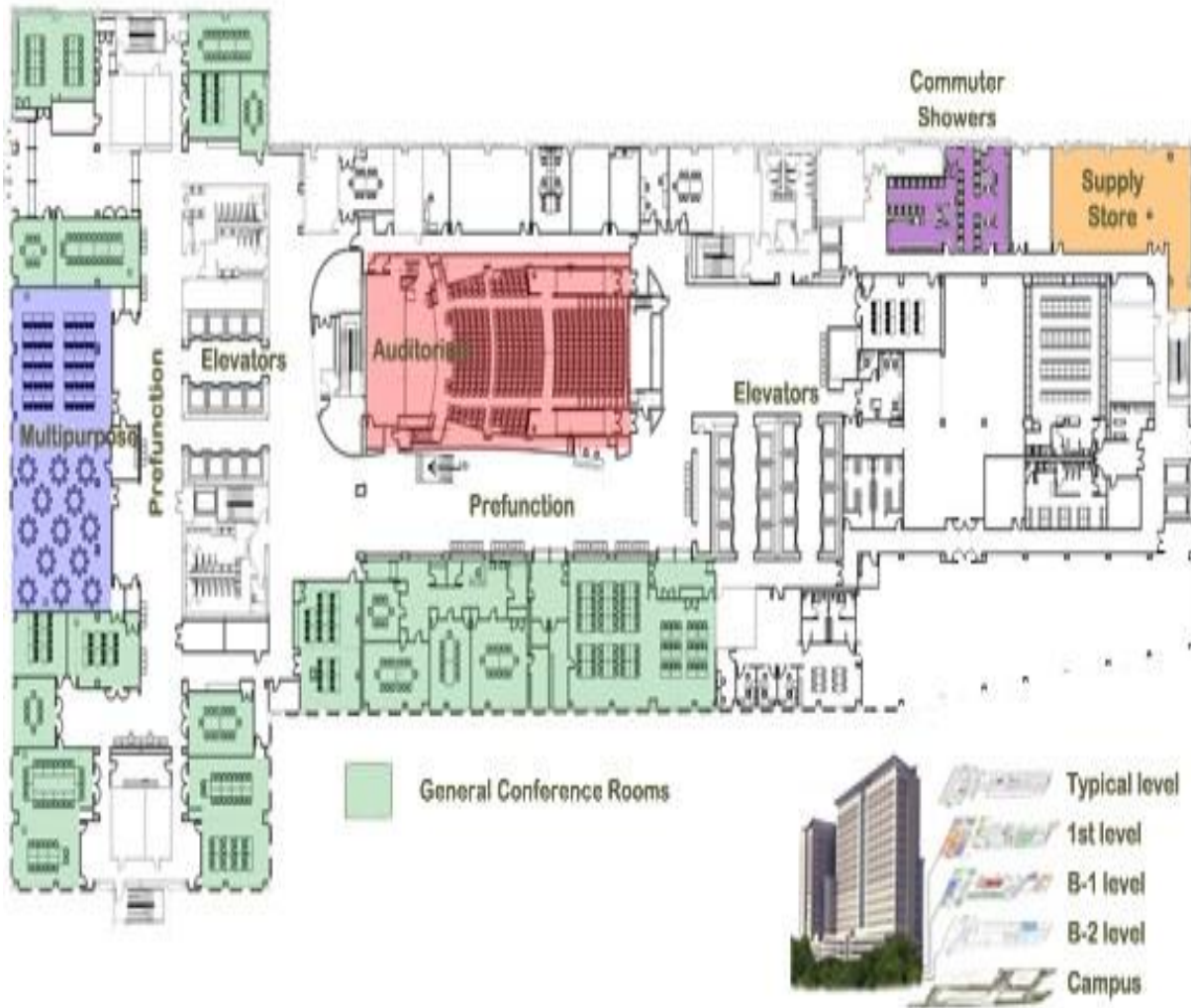
## Appendix C



**When you arrive at the Transportation Center, follow the Visitor Control Center (VCC) signs to the visitor center.**

## Appendix C

### Mark Center Level B-1



**This is the level where all the classrooms are located. Please follow the posted signs to the class and breakout rooms.**

## Appendix C

### Mark Center Level O1



This is the main level where all the services are located. As indicated on the map, you will be entering from the Transportation Center which is accessed through the North Parking Garage.



## Appendix D

### Mark Center Shuttle Bus Program

#### GENERAL INFORMATION

DoD shuttle buses are used for Official Business Only. Buses will not be used to, from, or between locations for the purpose of conducting any personal business.

No eating, drinking or smoking is allowed on the bus.

Mark Center DoD bus stops are located at the Mark Center Station on Mark Center Ave bus bays #1-3.

During heightened security, riders may be subjected to searches.

#### ACCEPTABLE BADGES

Common J'ccess Cards (CAC)

ALT Card

#### TRANSPORTATION FOR PHYSICALLY CHALLENGED EMPLOYEES

For official business only, you may contact the service provider of the respective route of your destination to arrange physically challenged accessible transportation options. All requests for this service should be made a minimum of 24 hours in advance. Please see the shuttle bus schedules for contact information.

### Mark Center Shuttle Bus Information

Pick up Location	Hours	Approximate frequency	Operator	Bus#
Pentagon Transit Center (Bus Bay U6)	Peak Hours: 5:40 – 9:00am and 3:30 – 6:30pm Off-Peak Hours: 9:00 – 3:30	Every 10 minutes during Peak hours and every 15 minutes off-peak hours	MetroBus Dispatcher #: (202) 637-7000	711
King Street Metro Station (Bus Bay E)	Peak Hours: 6:00 – 12:00am and 3:00 – 6:00pm Off-Peak Hours: 12:00 – 3:00 (CAC, BRAC, ALT Card, etc.) Off-Peak Hours: 9:00 – 3:30	Every 10 minutes during Peak hours and every 15 minutes during off-peak hours	DASH Dispatcher #: (202) 746-3274	AT2 (Express and local)
WICCOIL Springfield Metro Station (Loading Zone) (Bus Bay 1/J)	Peak Hours: 5:30 – 9:30am and 3:30 – 7:00pm Off-Peak Hours: 9:30 – 3:30	Every 30 minutes	W&T Travel Services Dispatcher #: (571) 372-4357 Option 41	White 55 (with sign in the front window that says "W&T")
West Falls Church Metro Station (Bus Bay E South Side)	Peak Hours: 5:30 – 9:05am and 3:35 – 7:05pm Off-Peak Hours: 9:05 – 3:35	Every 15 minutes	MetroBus Dispatcher #: 202-7000	28x

Schedules may vary depending on the weather and traffic conditions.

#### LOST & FOUND

WMATA: (202) 637-7000

DASH: (703) 746-3274

#### IF YOU SEE SOMETHING, SAY SOMETHING

TO REPORT SECURITY CONCERNS AND/OR SUSPICIOUS ACTIVITY CALL:

Pentagon: (703) 697-5555